



Microsoft Excel 2016: Intermediate

Overview: This course is designed for individuals who already have foundational knowledge and skills in Excel 2016 and are ready to advance their data analysis skills and abilities. Students will learn how to work with functions and lists, as well as how to analyze data, visualize data with charts and use PivotTables and PivotCharts.

Prerequisites: Prior to taking this course, students should either have completed CMC's *Microsoft Office Excel 2016: Introduction* or possess equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Working with Functions

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date & Time Functions
- Work with Text Functions

Lesson 2: Working with Lists

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

Lesson 3: Analyzing Data

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

Lesson 4: Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

Lesson 5: Using PivotTables and PivotCharts

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Timelines and Slicers